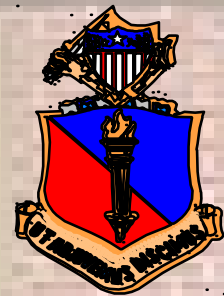


AG-CCC-RC Phase 1

How to successfully access the Reimer Digital Library distributed learning for Phase 1, take the exam, and download the Read Ahead material



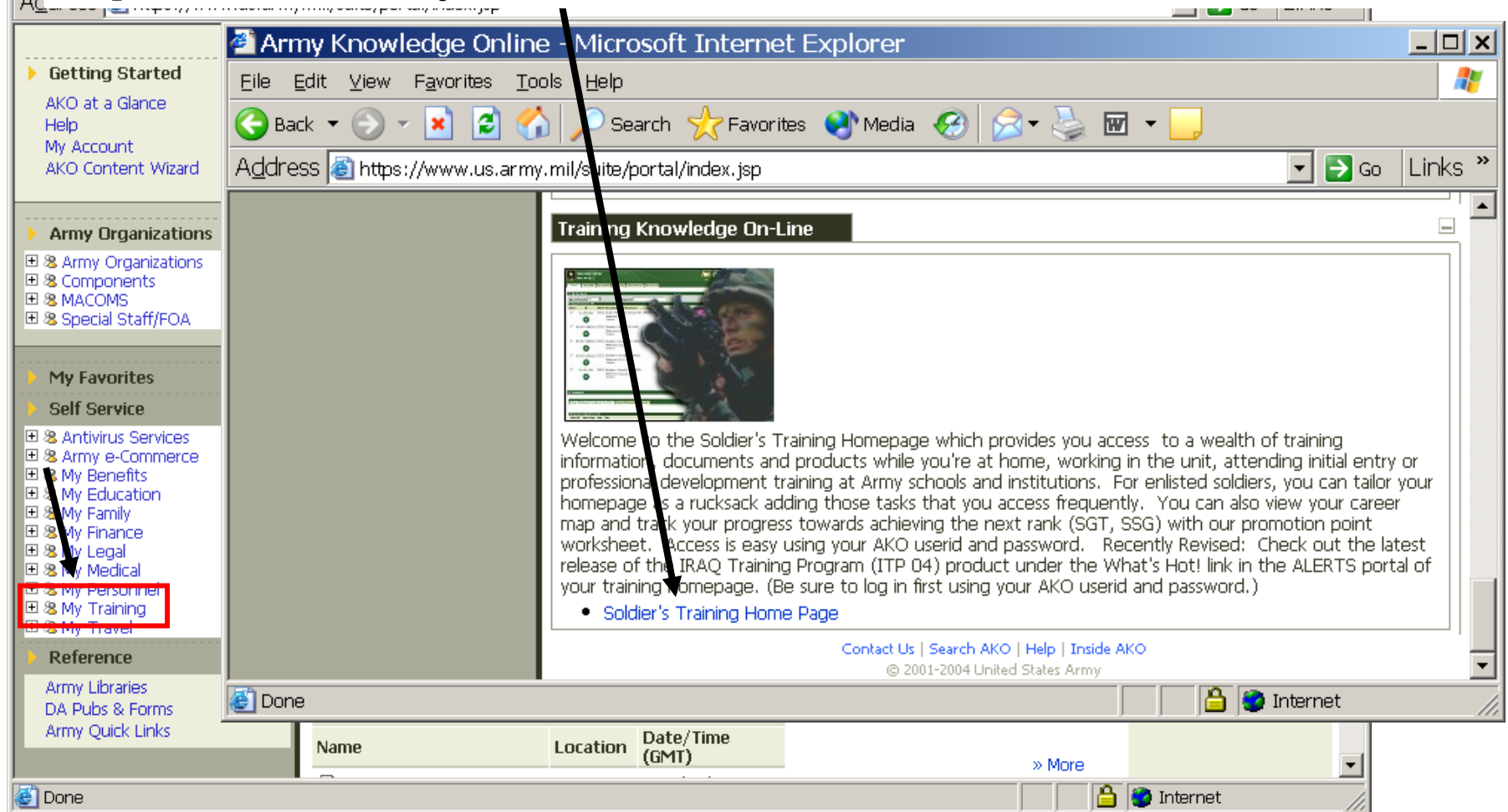
United States Army
**SOLDIER SUPPORT
INSTITUTE**



Fort Jackson, SC

LTC V. Swank, TIFO (Reserve Liaison) 803-751-8510 victoria.swank@jackson.army.mil

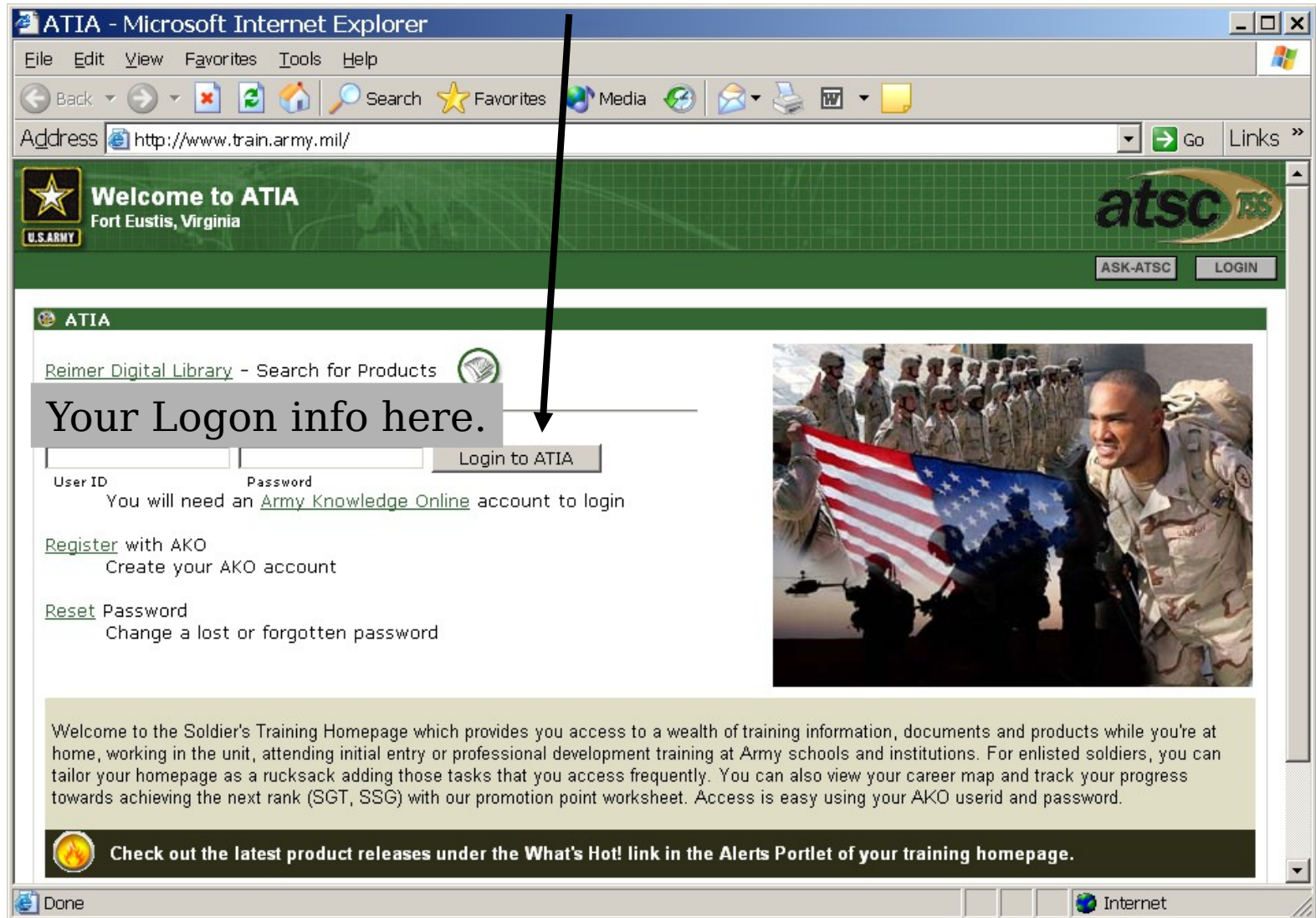
Use **Internet Explorer** only. Netscape does not work for many of the applications. Use AKO and select **My Training** which is on the left under Self-Service Then select Soldier's Training Home Page (web site - <http://www.train.army.mil/>)



On the next page click on the button to go to your Training Homepage

Or go straight into <http://www.train.army.mil>

- Use AKO USERID and password
- Then press “Login to ATIA”





ATIA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Word


Address <http://www.train.army.mil/> Go Links »

 **Welcome to ATIA**
Fort Eustis, Virginia



ASK-ATSC LOGIN

ATIA

Reimer Digital Library - Search for Products 


Your Logon info here.

User ID Password Login to ATIA


You will need an [Army Knowledge Online](#) account to login

[Register](#) with AKO
Create your AKO account

[Reset](#) Password
Change a lost or forgotten password



Welcome to the Soldier's Training Homepage which provides you access to a wealth of training information, documents and products while you're at home, working in the unit, attending initial entry or professional development training at Army schools and institutions. For enlisted soldiers, you can tailor your homepage as a rucksack adding those tasks that you access frequently. You can also view your career map and track your progress towards achieving the next rank (SGT, SSG) with our promotion point worksheet. Access is easy using your AKO userid and password.

 Check out the latest product releases under the What's Hot! link in the Alerts Portlet of your training homepage.

Done Internet

- Open the tab “My Courses”
- Then open “My Active Enrollments”

start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pageLabel=mycoursespage Go Links

U.S. ARMY United States Army Training Support Center ITC UTMC ADLSC TRMC TDDC LMC ADMIN

Home My Tasks My Courses Career Map RDL Services My Account Download Manual ASK-ATSC LOGOUT

My Courses Home My Active Enrollments My Historical Enrollments

Active Enrollments Refresh

AIPD Code	Title	CH	Enrolled
+ 805CA15	ADJUTANT GENERAL CAPTAINS CAREER COURSE	0	06/APR/2005
+ 805CA13	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	06/APR/2005

Printer Friendly Version

Internet

- Press the + to open 805CA13.

start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pageLabel=mycoursespage Go Links »

United States Army Training Support Center

U.S. ARMY ITC UTMC ADLSC TRMC TDDC LMC ADMIN

Home My Tasks My Courses Career Map RDL Services My Account Download Manual ASK-ATSC LOGOUT

My Courses Home My Active Enrollments

Active Enrollments

Active Enrollments

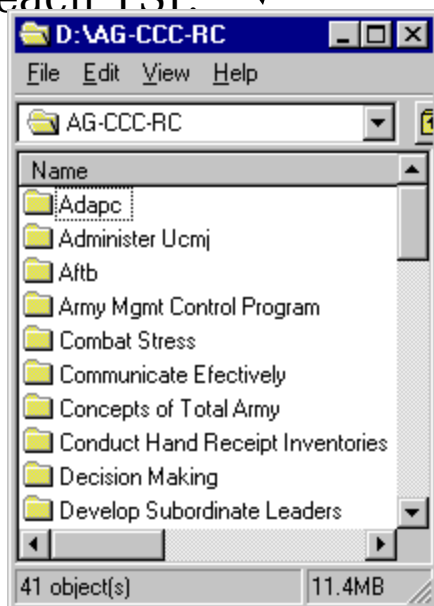
AIPD Code	Title	CH	Enrolled
<input checked="" type="checkbox"/> 805CA15	ADJUTANT GENERAL CAPTAINS CAREER COURSE	0	06/APR/2005
	Module Ed. Phase Title; CH Issued Status Doc Type Exam Type		
	AG1092 A 2 AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD	0	06/APR/2005 Issued On-Line No Exam
<input checked="" type="checkbox"/> 805CA13	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	06/APR/2005
	Module Ed. Phase Title; CH Issued Status Doc Type Exam Type		
	AG1090 A 1 AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY	0	06/APR/2005 Issued On-Line No Exam
	AG1088 B 1 AG CAPTAINS' CAREER COURSE COMMON CORE (PHASE 1)	69	06/APR/2005 Issued No Material On-Line

Printer Friendly Version

https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pageLabel=rdlservices Internet

• Then press AG1090 -- this is the phase 1 courseware.
(The AG1088 is the phase 1 final exam)

Before downloading, make a new folder in your computer called something like "AG-CCC-RC" to store these files and create subfolders for each TSP.



Scroll down to the Phase 1 TSPs.
Then press the first TSP.

TATS Adjutant General Captain's Career Course (AGCCC) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <http://atiam.train.army.mil/portal/atia/adlsc/view/public/298914-1/tats/7-12-c23d1p1/> Go Links

Phase 1 Training Support Package (TSP) materials listed below may be in more than one format, for example: Microsoft Word (DOC), Microsoft Power Point (PPT), Adobe Portable Document Format (PDF), and Moving Picture Expert Group (MPEG). Necessary viewers are available from the RDL "[Download Viewers](#)" site.

Phase 1 TSPs. Click on the hot-linked TSP Number.

Integrate NBC	031-C-7000
Supv Supply Opns	101-Y-0003
Conduct Hand Receipt Inventories	101-Y-0004
Direct Maintenance	091-A-0006
Supv Personnel Admin Functions	121-A-8020
Unit Finance Readiness	121-B-1497
Decision Making	158-C-1331
Communicate Effectively	158-D-1340
Unit Counseling	158-E-1361
Unit Cohesion	158-I-1372
Positive Command Climate	158-J-1332
Develop Subordinate Leaders	158-I-1373

Internet

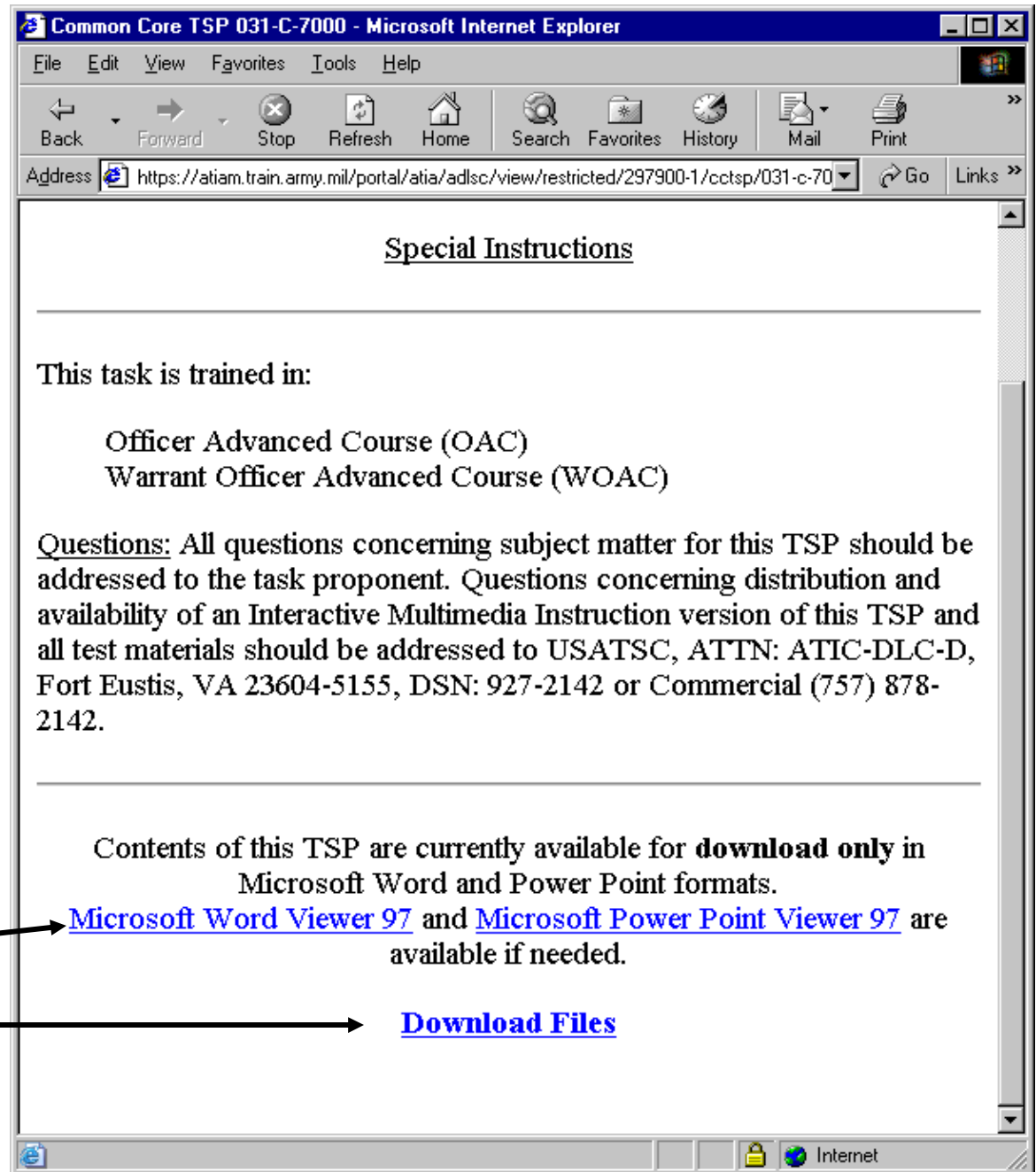
1. Download the files.

If you have viewers skip the next few slides which have red borders.

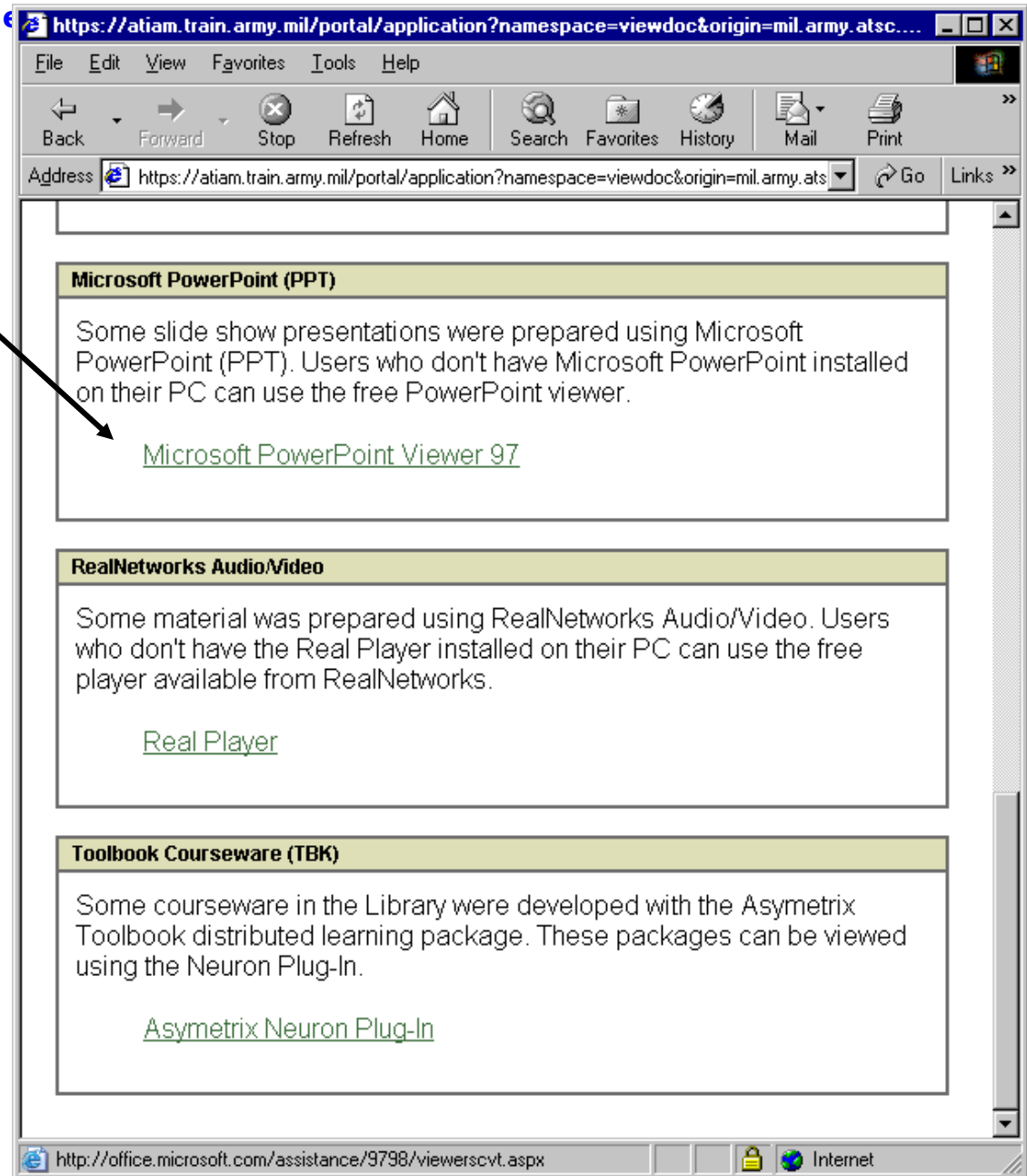
2. If you **do not have** Microsoft Word or Power Point on your computer, you will need to go to Microsoft to download the viewers. The next few screens show how.

If you need to load the viewers, press Microsoft Word Viewer 97. This will take you to the web where you can download everything.

(Step 2)
Step 1

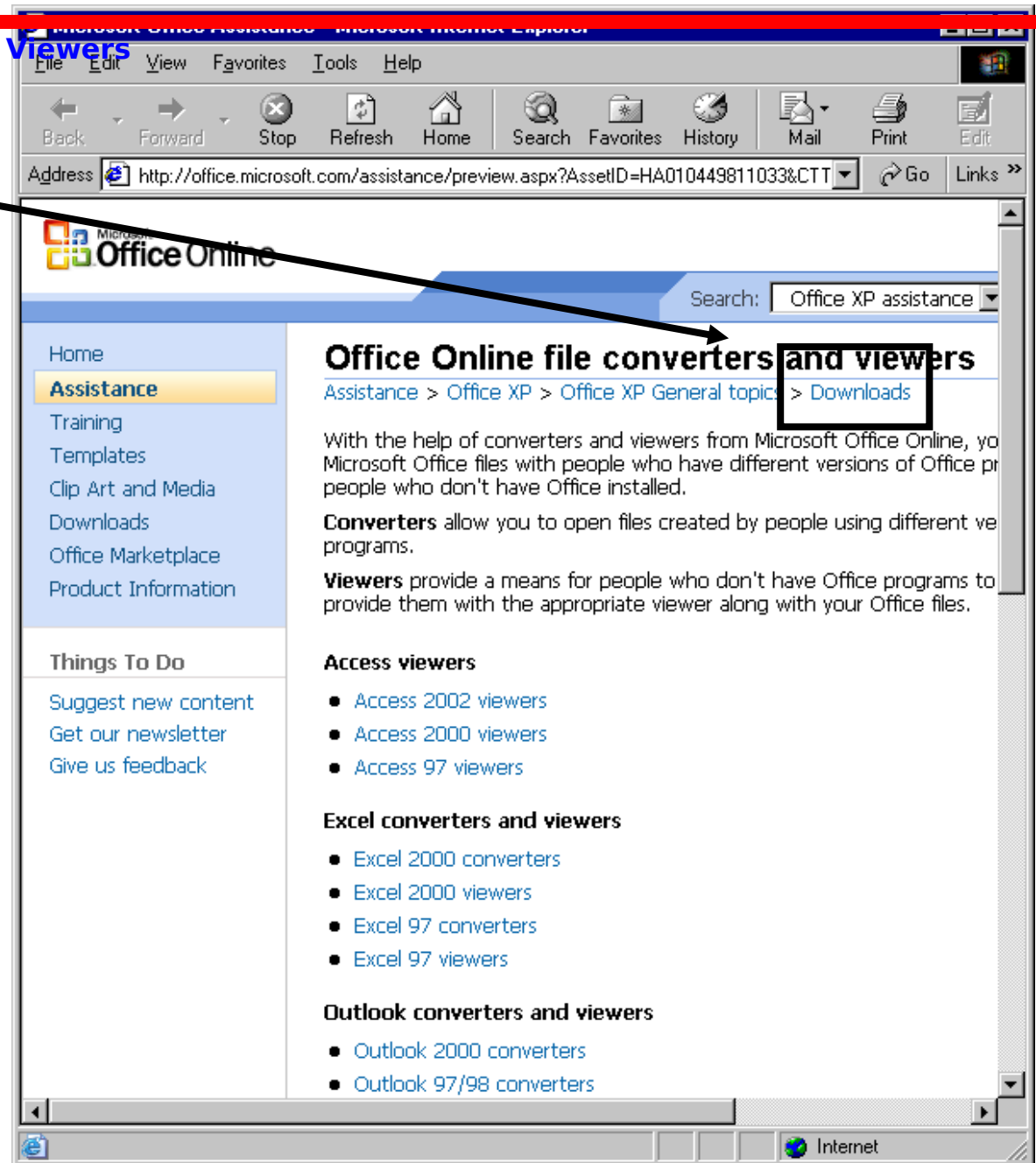


Press Microsoft Word Viewer 97 again



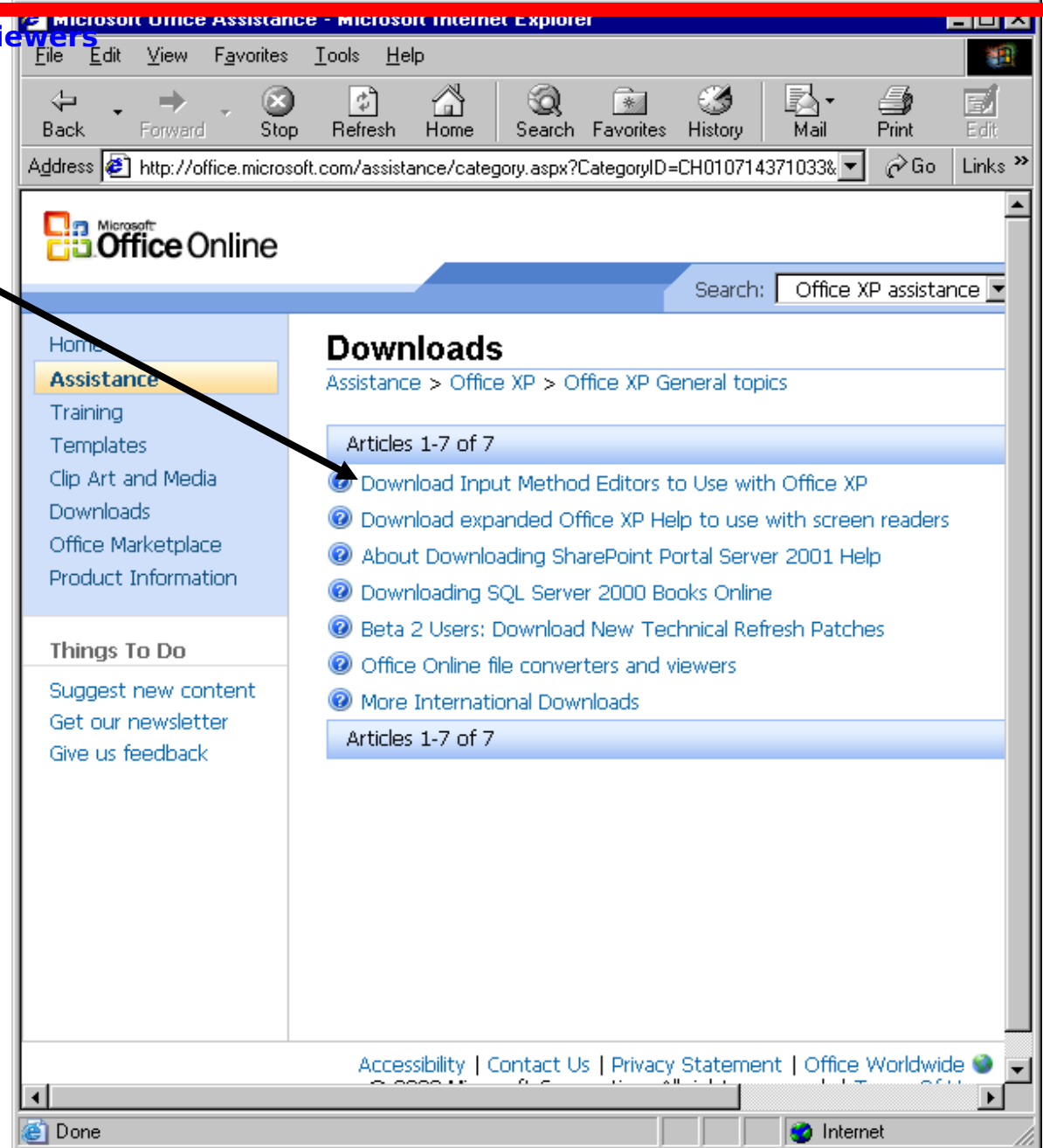
Loading Microsoft Viewers

Press downloads.



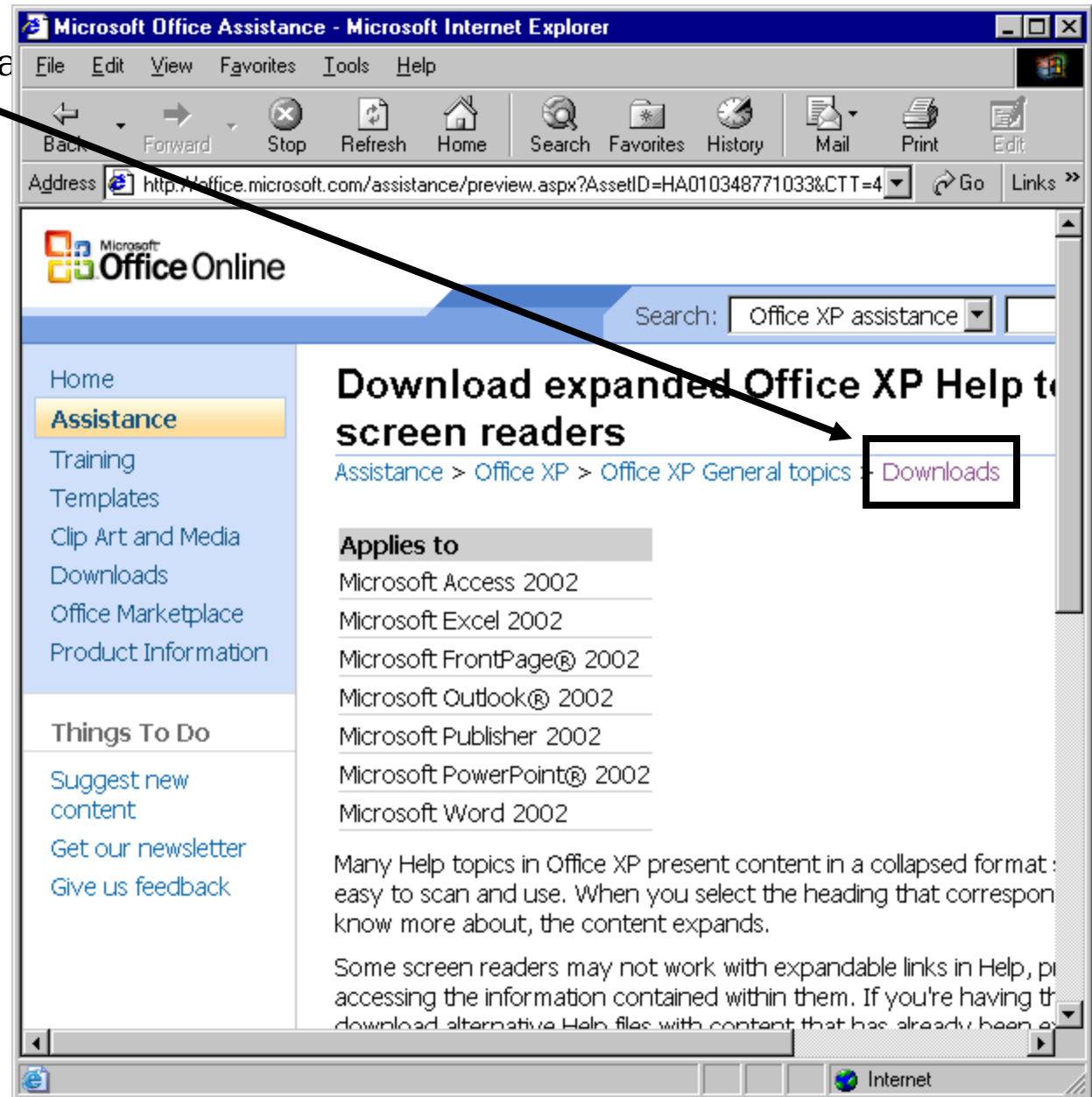
Loading Microsoft Viewers

Press the first download.



Loading Microsoft Viewers

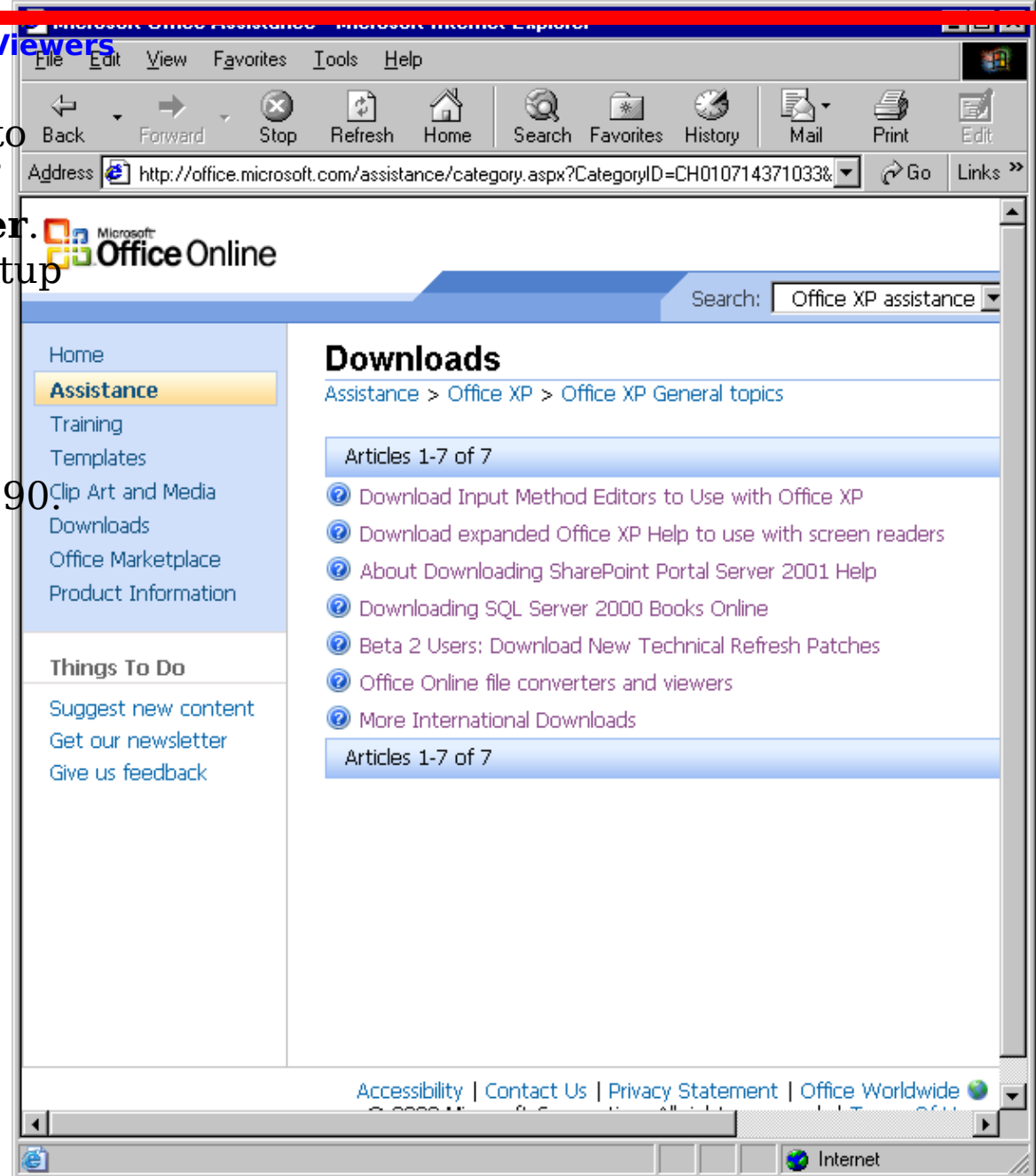
Press downloads again



Loading Microsoft Viewers

If you are not sure what to download, just take all of them **one after the other**. You may need to run a setup on your hard drive.

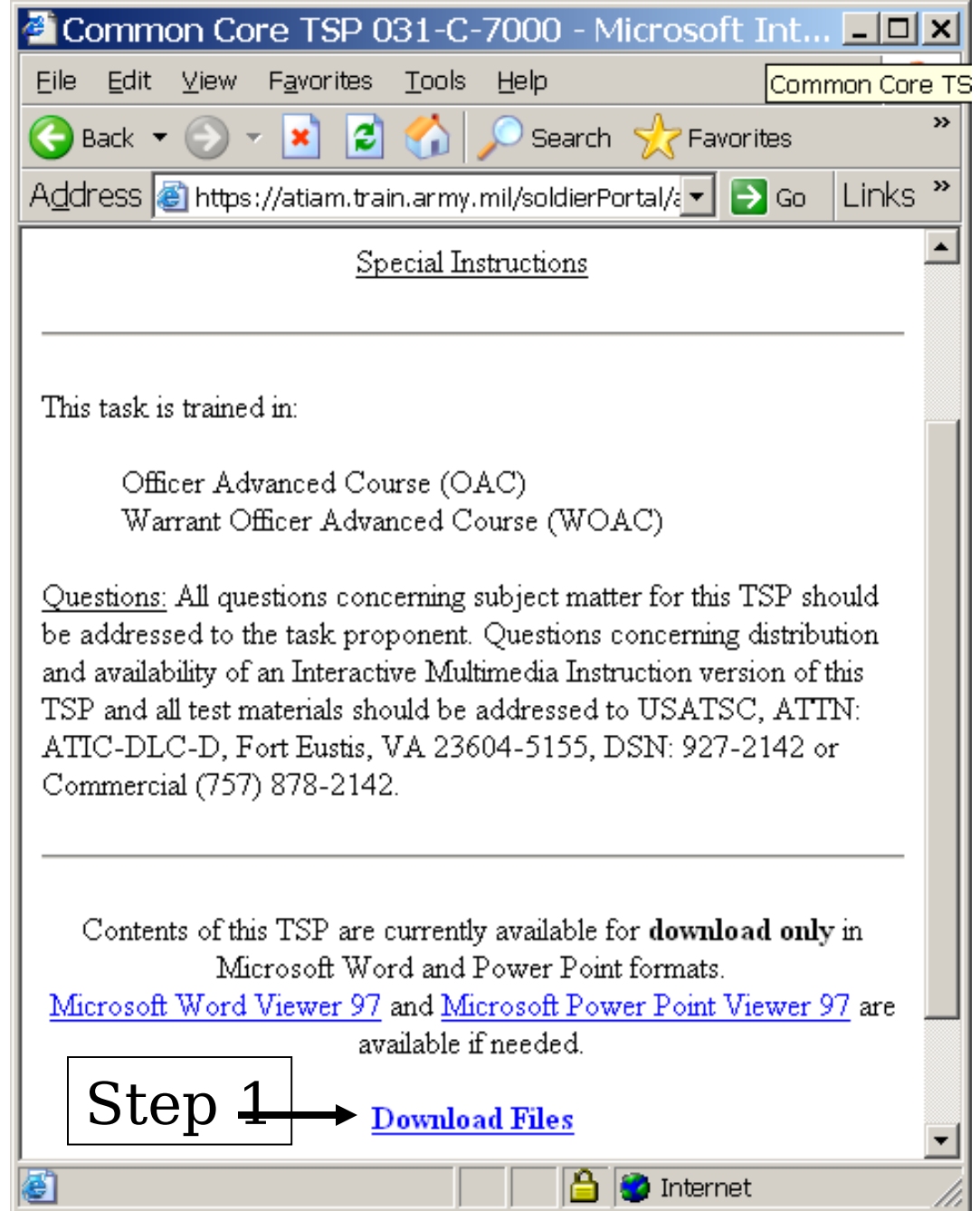
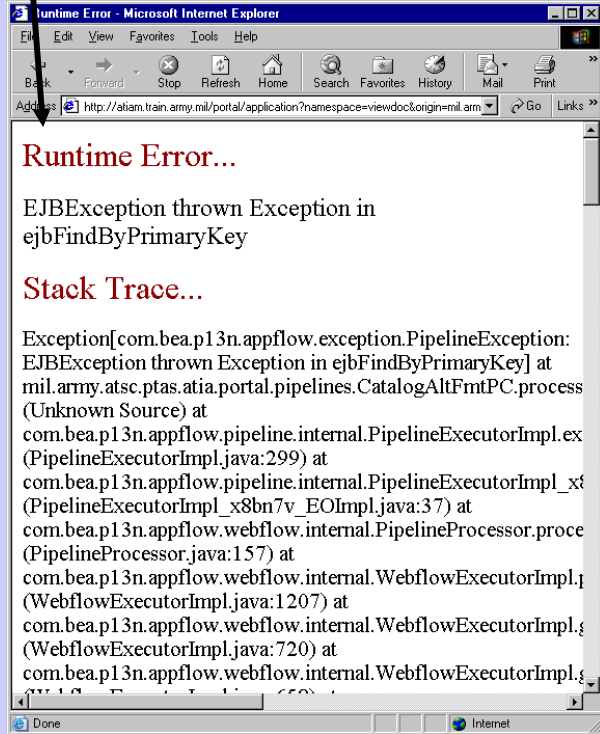
Then close all screens until you are back at the option to download AG1090.



Press Download Files.

CAUTION: Sometimes you will get “runtime errors....”

Press the “back” arrow, press



Right click each topic and save it to your AG-CCC-RC subfile. Do this for all sub courses.

(in lieu of downloading, you could [left click] read the material on line if you prefer or print it.)

When you are done downloading , close this file. Go back and press AG1090 again to get the next TSP.

Do this for each separate TSP.

The screenshot shows a web browser window with the address bar displaying <http://atiam.train.army.mil/portal/application?namespace=viewdoc&origin=mil.army.atsc.pt...>. The browser's toolbar includes buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, and Print. The main content area displays a 'Table of Contents' and 'Information' section. It states: 'The RDL supports several different file download formats. If you are uncertain how to download a file or what viewer is needed, consult the [Download Instructions](#).' Below this, it lists available formats for '031-C-7000':

- MS Word**
 - [031-503-7000 Task Summary \(35 KB\)](#)
 - [Common Core TSP 031-C-7000 \(108 KB\)](#)
 - [Common Core TSP 031-C-7000 Handout \(28 KB\)](#)
- MS Powerpoint**
 - [Common Core TSP 031-C-7000 Visuals \(84 KB\)](#)

A 'Save As' dialog box is open, showing the file being saved as '031-503-7000ts.doc' in the 'Nbc' folder. The 'File name' field contains '031-503-7000ts.doc' and the 'Save as type' is set to 'Microsoft Word Document'. The 'Save' button is highlighted.

In the background, a 'My Courses' table is visible, showing active enrollments. The table has columns for 'AIPD Code', 'Title', 'Module', 'Ed.', and 'Phase'. The following table represents the data shown in the image:

AIPD Code	Title	Module	Ed.	Phase
805CA1304	ADJUTANT GENERAL C			
AG1088		A	1	A
AG1090		A	1	A

Now download, read, or print the next sub course just like before. Do this for each separate TSP.

TATS Adjutant General Captain's Career Course (AGCCC) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <http://atiam.train.army.mil/portal/atia/adlsc/view/public/298914-1/tats/7-12-c23dlp1/> Go Links

Phase 1 Training Support Package (TSP) materials listed below may be in more than one format, for example: Microsoft Word (DOC), Microsoft Power Point (PPT), Adobe Portable Document Format (PDF), and Moving Picture Expert Group (MPEG). Necessary viewers are available from the RDL "[Download Viewers](#)" site.

Phase 1 TSPs. Click on the hot-linked TSP Number.

Integrate NBC	031-C-7000
Supv Supply Opns	101-Y-0003
Conduct Hand Receipt Inventories	101-Y-0004
Direct Maintenance	091-A-0006
Supv Personnel Admin Functions	121-A-8020
Unit Finance Readiness	121-B-1497
Decision Making	158-C-1331
Communicate Effectively	158-D-1340
Unit Counseling	158-E-1361
Unit Cohesion	158-I-1372
Positive Command Climate	158-J-1332
Develop Subordinate Leaders	158-I-1373

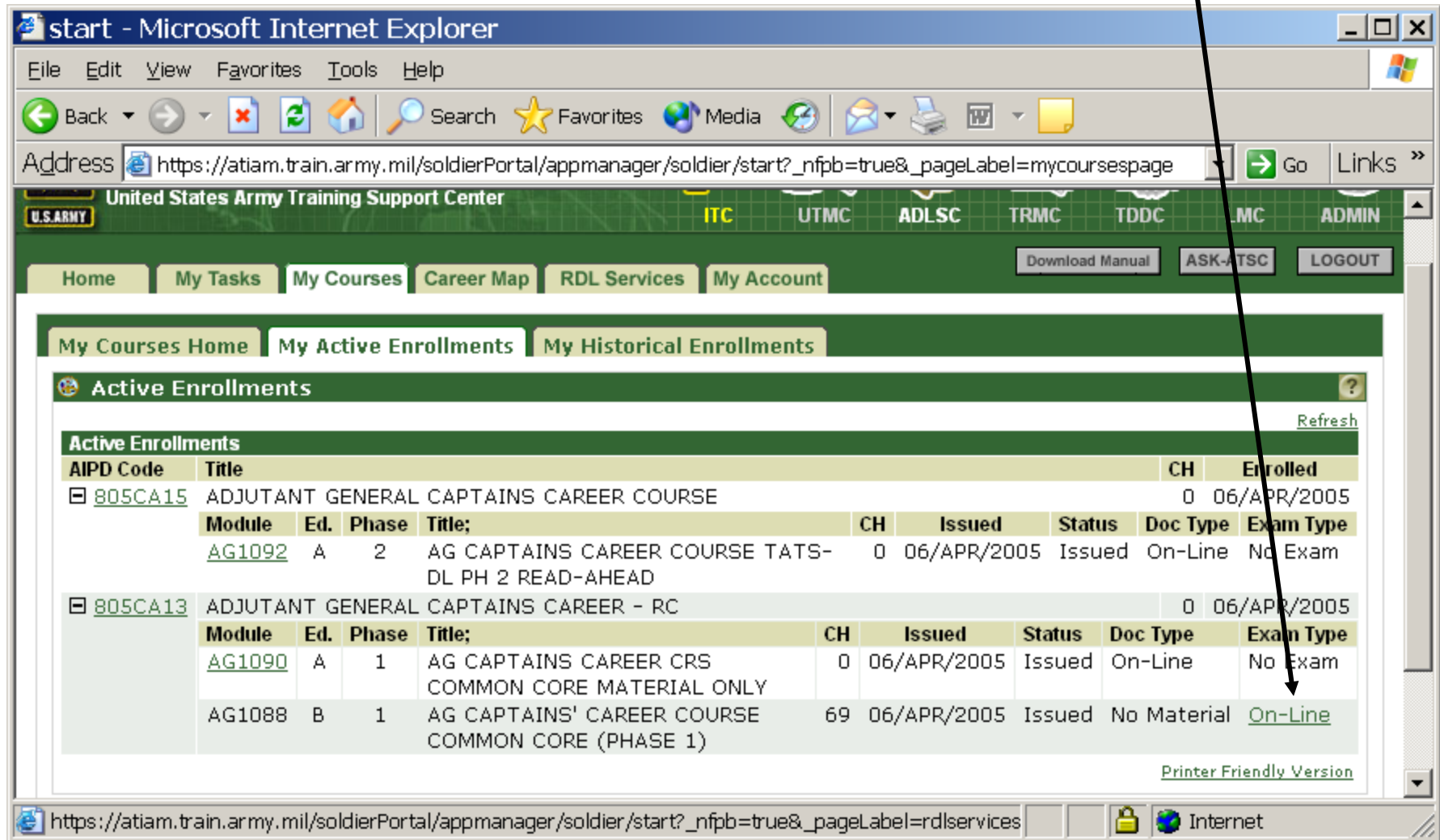
Internet

Taking the Exam

Recommend you print the exam and answer the questions off line. Just ensure you safeguard your exam and don't share it with anyone else. After you pass phase 1 destroy the paper copy.

Taking the EXAM

After you complete the instructional material, take the **exam**. Scroll all the way over to the right and click the On-Line button.



The screenshot shows the Microsoft Internet Explorer browser window displaying the ATSC website. The address bar shows the URL: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pageLabel=mycoursespage. The website header includes the U.S. Army logo and navigation tabs for ITC, UTMC, ADLSC, TRMC, TDDC, MC, and ADMIN. Below the header, there are buttons for Home, My Tasks, My Courses, Career Map, RDL Services, and My Account. The main content area is titled 'Active Enrollments' and contains a table of course information.

AIPD Code	Title	CH	Enrolled
<input checked="" type="checkbox"/> 805CA15	ADJUTANT GENERAL CAPTAINS CAREER COURSE	0	06/APR/2005
	Module Ed. Phase Title;	CH	Issued Status Doc Type Exam Type
	AG1092 A 2 AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD	0	06/APR/2005 Issued On-Line No Exam
<input checked="" type="checkbox"/> 805CA13	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	06/APR/2005
	Module Ed. Phase Title;	CH	Issued Status Doc Type Exam Type
	AG1090 A 1 AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY	0	06/APR/2005 Issued On-Line No Exam
	AG1088 B 1 AG CAPTAINS' CAREER COURSE COMMON CORE (PHASE 1)	69	06/APR/2005 Issued No Material On-Line

The 'On-Line' link in the 'Exam Type' column for the AG1088 course is highlighted by a black arrow pointing from the 'Taking the EXAM' section header.

If you cannot get to the **exam** on this website, then use the following:
https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

Use this website to access the **exam** if you cannot get to it as per the previous **slide**. To access the exam, enter your USER-ID and PASSWORD, if you have one, otherwise press register and create your own USER-ID and PASSWORD.

*Your new
USER-ID
and
PASSWORD
will be
effective
immediately*

The Army Distance Learning Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm Go

ARMY DISTANCE LEARNING
Training to Win

Administered By The Army Institute For Professional Development - Fort Eustis, VA.

HOME CATALOG NEWS PHONES OVERVIEW COURSE
FORGOT YOUR USER-ID / PASSWORD? SUBCOURSE

Sign In:

USER-ID

PASSWORD

SIGN IN

NOTE:
If you do not have a USER-ID and PASSWORD, register to access The Army Distance Learning Program.

REGISTER

Register On-Line to access The Army Distance Learning Program (TADLP)


Alternate Exam Site

The Army Distance Learning Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm Go



Administered By The Army Institute For Professional Development - Fort Eustis, VA.

HOME CATALOG NEWS PHONES LOGOFF

ENROLL **Enroll on-line for self development courses and individual modules/subcourses.**

UPDATE **Update student information (i.e. name, address, email, etc.).**

PASSWORD **Change your USER-ID and PASSWORD.**

EXAMS **Take on-line examinations and receive instant feedback.**

ACTIVE **Review active enrollments (i.e. enrollments that you have not yet completed)**

HISTORY **Review history records for students not actively enrolled.**

COURSE **View a listing of current self development courses available.**

SUB COURSE **View a listing of current self development modules/subcourses available.**

Review active enrollments (i.e. enrollments that you have not yet completed)

Internet

Alternate Exam Site

Scroll down to the AG1088 Exam

The Army Distance Learning Program - Microsoft Internet Explorer

Address https://www.aimsrdl.atasc.army.mil/secured/accp_top.htm Go Links »

AIPD Course Number: 805CA1305 **ATRRS Course Number:** 7-12-C23-RC (DL)
Training School Code: 805C **FY:** 2005 **Class Number:** 001
Course Title: ADJUTANT GENERAL CAPTAINS CAREER - RC
Enrollment Date: 06APR2005 **Enrollment Year Ending:** 14AUG2005
Credit Hours Earned:
Cumulative: 0 **Year To Date:** 0

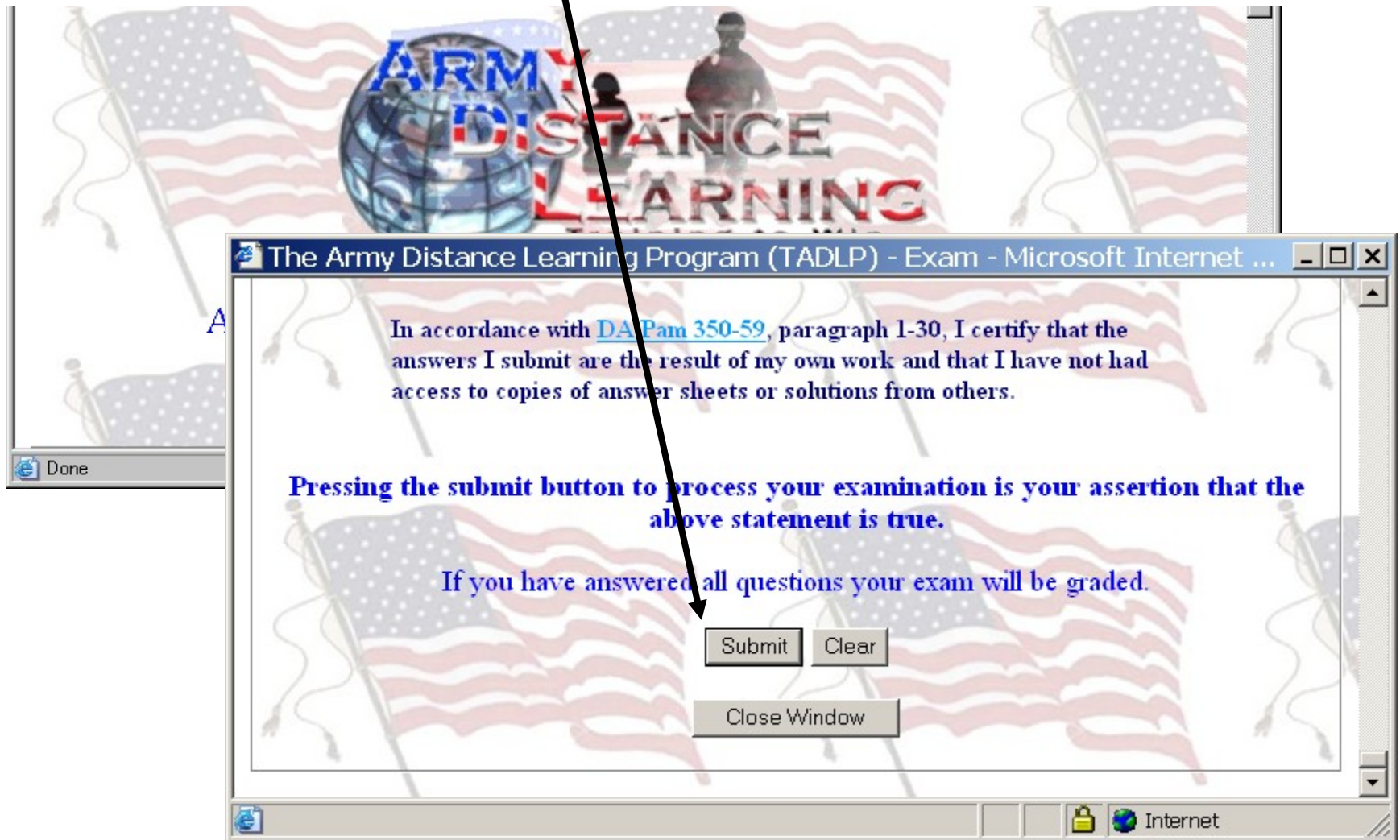
Seq Num	Module/Subcourse	Ed	Material Delivery	Phase	Issued	Exam	Exam Delivery	Grade	Graded	Credit Hours	Status
1	AG1090	A	On-Line	1	06APR2006	No Exam				0	Issued
AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY											
2	AG1088	B	No Material	1	06APR2005	AG1088 Exam	On-Line			69	Issued
AG CAPTAINS' CAREER COURSE COMMON CORE (PHASE 1)											

Done Internet

Alternate Exam Site

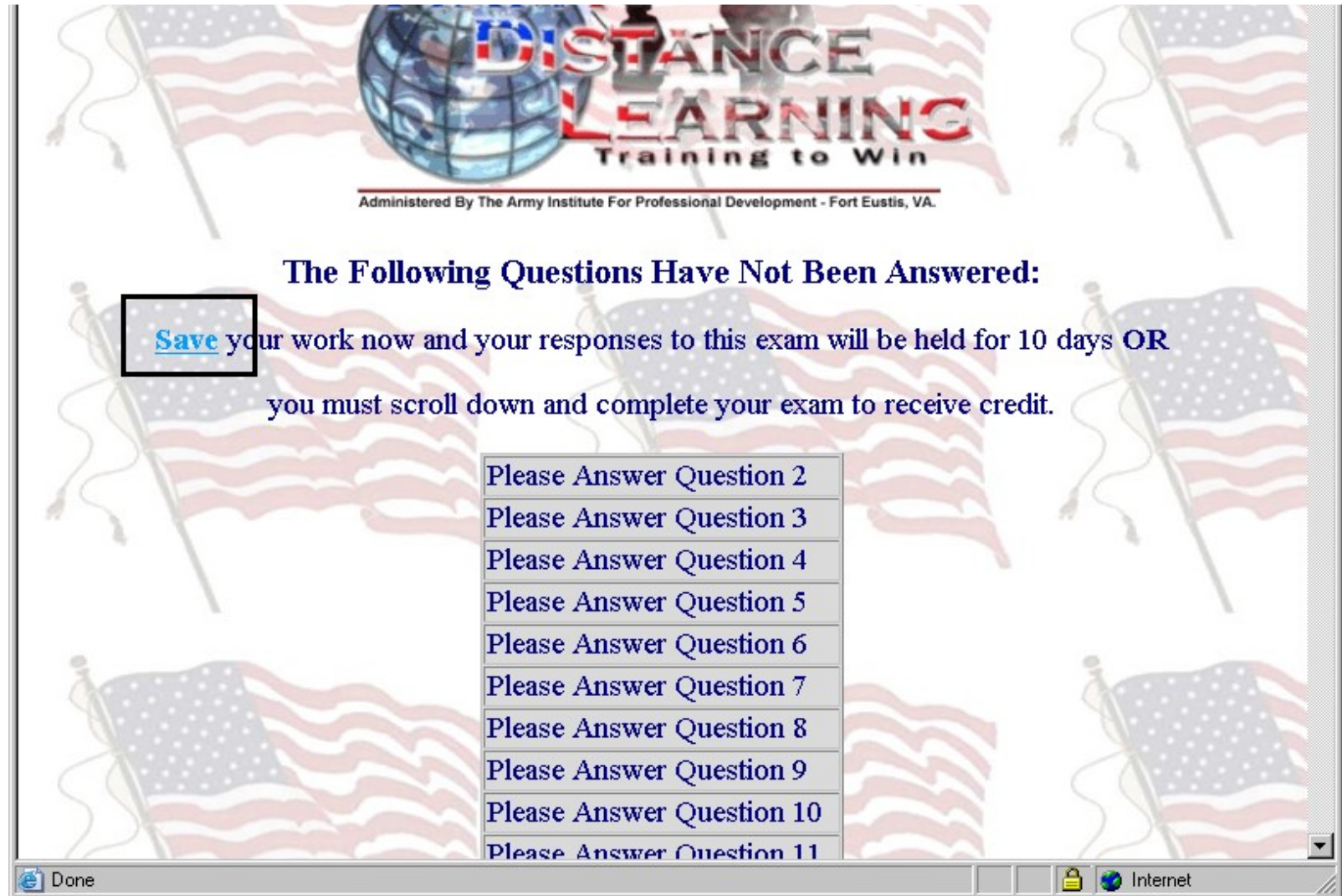
Taking the EXAM

After every 5-10 questions you answer, click the SAVE/SUBMIT button (all the way at the bottom of the page) to save your work in the ATSCs database. It will remain in the database for 10 days. If you lose connectivity you will still have your responses. You cannot submit the exam for grading until you answer ***all*** questions.



Taking the EXAM

If you save your work and don't answer all questions. Your screen will look like this. This is OK. It shows you still have some questions to answer.



Downloading the Read Ahead

The read-ahead is not testable, but you will need this technical knowledge when you attend the resident course. Ensure you read it!!

Downloading the Read Ahead Material through the www.train.army.mil website

After you take the exam, open the Army Distance Learning website shown earlier in the briefing (<https://atiam.train.army.mil/soldierPortal/>) click on the AG1092 button for the AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD

Primary website

The screenshot shows a Microsoft Internet Explorer browser window displaying the Army Distance Learning website. The address bar shows the URL: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pageLabel=mycoursesactive. The website header includes the United States Army Training Support Center logo and navigation links for ITC, UTM, ADLSC, TRMC, TDDC, LMC, and ADMIN. Below the header, there are tabs for Home, My Tasks, My Courses, Career Map, RDL Services, and My Account. The main content area is titled "Active Enrollments" and displays a table of active enrollments. A yellow box labeled "Primary website" points to the address bar.

AIPD Code	Title	CH	Enrolled
<input checked="" type="checkbox"/> 805CA15	ADJUTANT GENERAL CAPTAINS CAREER COURSE	0	06/APR/2005
	Module Ed. Phase Title; CH Issued Status Doc Type Exam Type		
	AG1092 A 2 AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD	0	06/APR/2005 Issued On-Line No Exam
<input checked="" type="checkbox"/> 805CA13	ADJUTANT GENERAL CAPTAINS CAREER - RC	0	06/APR/2005
	Module Ed. Phase Title; CH Issued Status Doc Type Exam Type		
	AG1090 A 1 AG CAPTAINS CAREER CRS COMMON CORE MATERIAL ONLY	0	06/APR/2005 Issued On-Line No Exam
	AG1088 B 1 AG CAPTAINS' CAREER COURSE COMMON CORE (PHASE 1)	69	06/APR/2005 Issued No Material On-Line

Downloading the Read Ahead Material through the www.aimsrdl.atsc.army.mil website

After you take the exam, open the Army Distance Learning website shown on the last few pages

(https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm) click on the AG1092 button for the AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD

Alternate website

AIPD Course Number: 805CA1505 ATRRS Course Number: 7-12-C23-RC
Training School Code: 805C FY: 2005 Class Number: 001
Course Title: ADJUTANT GENERAL CAPTAINS CAREER COURSE
Enrollment Date: 06APR2005 Enrollment Year Ending: 06APR2006
Credit Hours Earned:
Cumulative: 0 Year To Date: 0 (No Final Examination Required)

Seq Num	Module/Subcourse	Ed	Material Delivery	Phase	Issued	Credit Hours	Status
1	AG1092	A	On-Line	2	06APR2005	0	Issued
AG CAPTAINS CAREER COURSE TATS-DL PH 2 READ-AHEAD							

Downloading the Read Ahead Material

Scroll down to the bottom and click on "Downloadable Files."

Total Army Training System Courseware

Adjutant General Captain's Career Course (AGCCC)

Course No. 7-12-C23. Phase 2 READ AHEAD

A second [Read-Ahead Data File \(RDL\)](#) lists all resident phase 2 files for download. These are intended for information only.

To download course materials, click on [Download Documents](#) to download self-extracting zip files (packages). Select and time, on the files (packages) that contain the desired materials for a "save" location on your hard drive.

[Downloadable Files](#)

General Dennis J. Reimer Training and Doctrine Digital Library

The RDL supports several different file download formats. If you are uncertain how to download a file or what viewer is needed, consult the Download Instructions.

AG1092 is available for downloading in the following formats:

Executable
Title
AGCCC PHASE 2 READ AHEAD (PART 2 OF 4) (2,009 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 5 OF 10) (2,076 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 8 OF 10) (2,116 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 9 OF 10) (2,037 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 1 OF 10) (2,060 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 7 OF 10) (2,059 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 10 OF 10) (449 KB)
AGCCC PHASE 2 READ AHEAD (PART 3 OF 4) (2,038 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 3 OF 10) (2,410 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 6 OF 10) (2,042 KB)
AGCCC PHASE 2 READ AHEAD (PART 4 OF 4) (2,410 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 4 OF 10) (2,053 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 2 OF 10) (2,018 KB)
AGCCC PHASE 2 READ AHEAD (PART 1 OF 4) (2,064 KB)

Downloading the Read Ahead Material

There are two formats. Download either the

- four AGCCC PHASE 2 files or
- ten TATS 7-12-C23 (DL) PHASE 2 files.

Either way, it is the same material.

The RDL supports several different file download formats. If you are uncertain how to download a file or what viewer is needed, consult the Download Instructions.

AG1092 is available for downloading in the following formats:

Executable
Title
AGCCC PHASE 2 READ AHEAD (PART 2 OF 4) (2,009 KB)
TATS 7-12-C23 (DL) PHASE 2 (PART 5 OF 10) (2,076 KB)
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TATS 7-12-C23 (DL) PHASE 2 (PART 2 OF 10) (2,018 KB)
AGCCC PHASE 2 READ AHEAD (PART 1 OF 4) (2,064 KB)

Accessing the Study Materials, Exam, and Read Aheads

There are currently several ways to access the materials. If one does not work, try another

<https://www.us.army.mil> Your AKO account

- Use your AKO USERID and password

<http://www.train.army.mil> The Army Training Support Center (ATSC)

- Use your AKO USERID and password

<https://www.aimsrdl.atsc.army.mil/cgi-win/AccpLogon.exe>
The Army Distance Learning Program (ADLP)

- Use your ADLP USERID and password

Closing Comments

- You may experience problems with downloading and taking the exam due to system or internet problems. Take a deep breath, get another soda, and try again.
- Because of connectivity problems, recommend you print a paper copy of your exam answers until you get your grade.
- If you are having access or password problems contact the help desk at (757) 878-2169 /3335 or DSN 826-2169/3335. sectionb@atsc.army.mil
 - Make a note or screen print of exactly what is on the screen
- If you have not enrolled, contact your unit ATRRS manager (non-unit personnel contact your PMO).